

**Rental Rates & Information**

**Stettin Town Hall**

**141678 Stettin Drive**

**Wausau WI 54401**

**Town Clerk: 715-571-1480 call or text**

**townofstettin.wi@gmail.com**

1. Rental Hours 7:00am until 12:00am (**weekends**)

\$200 per day rental fee

\$200 security deposit due when key is picked up

Rental Hours 4 hours maximum (**week day/night**)

\$50 per meeting i.e. 4-H, Subdivision Group

\$50 security deposit due when key is picked up

\$250 security deposit for use of sound system

2. Availability dates on town website calendar [www.townofstettin.org](http://www.townofstettin.org)

Hall only rented once per weekend

3. Rental fee due with application (**pages 2-4**): **CHECK PAYABLE TO: TOWN OF STETTIN**

Mail to:

**Marlo Turner, Stettin Town Clerk**

**232542 N 77<sup>th</sup> Ave**

**Wausau WI 54401**

**-Or -**

**Town Hall Drop Box**

Security Deposit due when key is picked up.

Key pick up must be arranged at least

**5 DAYS PRIOR** to rental via phone call, text or email

4. Cancellation Policy

60 days or more prior to event, return full deposit less \$50

Less than 60 days prior to event, forfeit full deposit

5. Hall includes the following for renter use:

20 – 8' banquet tables

Approximately 125 banquet chairs

Kitchen with full refrigerator, sink and counter space with many outlets

Large garbage and recycling receptacles

Application for Rental of Town of Stettin Town Hall

141678 Stettin Drive

Wausau WI 54401

Applicant Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Type of Event \_\_\_\_\_

Number of persons attending \_\_\_\_\_

Date of Rental \_\_\_\_\_

Approximate Start Time of Event \_\_\_\_\_

Approximate End Time of Event \_\_\_\_\_

Signature of Renter \_\_\_\_\_

Approved by (office use) \_\_\_\_\_

Date Approved (office use) \_\_\_\_\_

Payment Received (office use) \_\_\_\_\_

**\*\*MAIL COMPLETED APPLICATION (3 PAGES) AND RENTAL FEE TO:**

**Marlo Turner, Stettin Town Clerk**

**232542 N 77<sup>th</sup> Ave**

**Wausau WI 54401**

**-OR-**

**Town Hall Drop Box**

**\*\*COPY OF RESERVATION CONFIRMATION WILL BE MAILED BACK TO RENTER\*\***

**Procedures and Rules for Facility Rental**  
**Stettin Town Hall**

1. Written application shall be made to Town Clerk. Application must include rental fee and Hold Harmless Agreement. Applicants must be adults over age 21 and **resident of Town of Stettin**
2. Security Deposit due upon receiving key.
3. Hours of rental are 7:00am to 12:00am.
5. No pets allowed.
6. Smoking and tobacco use are not permitted on Town Hall Premises.
7. Weapons of any kind are not permitted on Town Hall Premises.
8. Alcohol beverages are not allowed outside of building. They are allowed inside, but subject to local and state ordinances.
9. An adult, 21 years of age, must supervise the event at all times.
10. Tables, chairs and town property are not to be taken outside of building.
11. Decorations cannot be taped, tacked or nailed to walls or ceilings. Glitter shall not be used in the hall. Decorations cannot cover exit signs or emergency lighting.
12. All garbage, including bathrooms, must be emptied, garbage bags replaced and bagged garbage deposited in outdoor dumpsters behind townhall.
13. Fireworks are prohibited on town property.
14. Floors should be swept at the end of the event.
15. Tables and chairs should be placed back to how you found them.
16. The condition of the facility, both inside and outside, should be the same as how you found it, or security deposit may be forfeited.
17. Renter using the facility will be responsible for any damages caused to town property by anyone attending the event.
18. Any request for use of the town hall may be rejected by the township.
19. Check that all doors are locked and lights are off.
20. Leave key in drop box in front of the building.
21. It is the renter's responsibility to contact the town clerk via phone call or email **FIVE days prior to the rental date to arrange key pick up.** 715-571-1480 call or text or email at [townofstettin.wi@gmail.com](mailto:townofstettin.wi@gmail.com) NOTE: CALLING FOR A KEY ON THE WEEKEND IS NOT AN OPTION. Please plan accordingly.

  
Renter's Initials

### **INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**

Please read this form carefully and be aware that using the Town of Stettin Facilities you and your organization will be waiving and releasing all claims for injuries that you and your members might sustain.

#### **ACKNOWLEDGEMENT OF RISK OF INJURY CLAUSE:**

I/We and the group I represent, acknowledge that there are certain risks of physical injury that may arise in connection with our use of the Town of Stettin Facilities. I/We agree to assume the full risk of injuries, including death, damages, or loss, which I/We may sustain as a result of participating in any and all activities connected with our use of the Town of Stettin Facilities.

#### **WAIVER OF CLAIM FOR INJURY CLAUSE:**

I/We agree to discharge, waive and relinquish Town of Stettin Officers, agents, and employees of all claims, demands, damages, rights or course of action, present or future, which I/We may have as a result of the use or intended use of the facilities.

#### **RELEASE FROM LIABILITY:**

I/We fully release and discharge the Town of Stettin and its officers, agents, and employees from any and all claims for injuries, including death, damage or loss which I/We may have or which may accrue to me/us on account of my/our use or intended use of facilities.

#### **INSURANCE:**

If requested by the Town Board, I/We shall provide proof of liability insurance covering my/our use of Town of Stettin Facilities, and also if requested, name the Town of Stettin as an additional insured on such policy.

#### **INDEMNITY AND DEFENSE CLAUSE:**

I/We further agree to indemnify and hold harmless and defend the Town of Stettin and its officers, agents, and employees from any and all claims resulting in injuries, including death, damages and losses sustained by me/us arising out of, connected with, or in any way associated with the use or intended use of the facilities, and further agree to reimburse and pay the Town of Stettin costs, including without limitation, attorney's fees for investigating, defending and /or resolving any claim that may be made against the Town of Stettin and/or its officers, agents and employees arising out of or in any way connected with my/our use of the Town of Stettin Facilities and Equipment.

I HAVE READ AND FULLY UNDERSTAND THE ABOVE AGREEMENT,

SIGNED  DATE

SIGNED  DATE

ORGANIZATION

Revised 2/2026